



BANQUE DE COMMERCE ET DE PLACEMENTS

*Established in 1963 as a Swiss bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates a branch in Luxembourg and a representative office in Dubai. More information can be found at [www.bcp-bank.com](http://www.bcp-bank.com).*

To strengthen our **GIS division**, we are currently looking for a:

**General Internal Services (GIS) Officer**  
**For a temporary assignment of min. 2 months**

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## PURPOSE OF THE ROLE

You will be supporting our facilities team (GIS) in a very polyvalent role. In this multi-tasked function, you will be involved in the Bank's security, the reception of our customers as well as in logistics.

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## MAIN TASKS

Your duties may include:

### Security

- Contribute to the safety and security of the Bank's staff members and facilities
- Be part of the security team and provide security support
- Monitor security alerts, video surveillance and intervene accordingly
- Open/Close the building
- Ensure enforcement of Bank's security rules and regulations
- Manage access badges for staff members and visitors
- Accompany external stakeholders on the installations' maintenance

### Receptionist/Telephonist

- Act as first point of contact, welcome clients, suppliers and visitors, direct them appropriately
- Answer & transfer incoming phone calls in French and English
- Ensure reception area is kept safe and tidy

### Other administrative tasks

- Handle and distribute incoming/outgoing mails and parcels
- Arrange couriers
- Reserve meeting rooms
- Participate in the internal moving of workplaces
- Support the team with various administrative tasks and maintenance arrangements

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## REQUIREMENTS

- At least 5 years' experience gained in a similar role
- Technical CFC with certified training in the field of security and safety
- Good knowledge of the use of safety and security system
- Good knowledge in operating console and call transfers
- Excellent professional presentation
- Sense of service
- Reactive and dynamic
- Flexible, available and polyvalent, able to adapt to various requests
- Strong interpersonal and communication skills
- Excellent oral French and English
- Rigorous, with good attention to details
- Sense of confidentiality and discretion, trustworthy
- Team player
- Good knowledge of IT usual tools – Outlook, Word, Excel, would be an advantage
- **Swiss residency**



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## OTHER

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- Starting date: Immediate
- Activity rate: 100%

Please send your complete application file (**cover letter, CV, work certificates and diplomas**).

*Please kindly note that with no answer from us within 3 weeks, you can consider that your candidacy was not selected for this position.*

*Thank you for your understanding.*